

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Professional Services Schedule

Federal Supply Group: 00CORP

Contract Number: GS-00F-180CA

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: June 23, 2015 – June 22, 2020

Contractor: The Greentree Group, Inc.
1360 Technology Court, Suite 100
Beavercreek, OH 45430

Business Size: Small Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: (937) 490-5500
Extension:
FAX Number: (937) 490-5510
Web Site: www.greentreegroup.com
E-mail: fbaldwin@greentreegroup.com
Contract Administration: Floyd H Baldwin

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
520-3	520-3RC	Due Diligence & Support Services
520-11	520-11RC	Accounting Services
520-13	520-13RC	Complementary Financial Management Services
520-21	520-21RC	Program Management Services
871-1	871-1RC	Strategic Planning for Technology Programs/Activities
871-2	871-2RC	Concept Development and Requirements Analysis
871-3	871-3RC	System Design, Engineering and Integration
871-5	871-5RC	Integrated Logistics Support
871-6	871-6RC	Acquisition and Life Cycle Management
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic and Overseas
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor

- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision:** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at:** www.Section508.gov/.
- 25. Data Universal Numbering System (DUNS) number:** 883336463
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
- 27. Effective October 1, 2015, the Consolidated Schedule will become the Professional Services Schedule (PSS), with no changes to any terms and conditions found within this document".**

28. Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Awarded Labor Category	Site	Awarded Prices
520-3, 520-11, 520-13, 520-21	Executive Financial Management Consultant	Both	\$193.46
520-3, 520-11, 520-13, 520-21	Executive Management Consultant	Both	\$183.07
520-3, 520-11, 520-13, 520-21	Principal Management Specialist	Both	\$155.37
520-3, 520-11, 520-13, 520-21	Principal Analyst	Both	\$132.20
520-3, 520-11, 520-13, 520-21	Senior Analyst	Both	\$114.81
520-3, 520-11, 520-13, 520-21	Analyst I	Both	\$100.41
520-3, 520-11, 520-13, 520-21	Analyst II	Both	\$48.70
520-3, 520-11, 520-13, 520-21	Principal Management Consultant	Both	\$155.03
520-3, 520-11, 520-13, 520-21	Senior Management Consultant	Both	\$129.13
520-3, 520-11, 520-13, 520-21	Management Consultant	Both	\$110.00
520-3, 520-11, 520-13, 520-21	Principal Economist	Both	\$122.75
520-3, 520-11, 520-13, 520-21	Principal Cost/Budget Analyst	Both	\$113.84
520-3, 520-11, 520-13, 520-21	Senior Cost/Budget Analyst	Both	\$95.67
520-3, 520-11, 520-13, 520-21	Consultant	Both	\$97.31
520-3, 520-11, 520-13, 520-21	Senior Accountant	Both	\$88.38
520-3, 520-11, 520-13, 520-21	Journeyman Accountant	Both	\$73.81
520-3, 520-11, 520-13, 520-21	Program Manager	Both	\$134.45
520-3, 520-11, 520-13, 520-21	Project Manager	Both	\$109.34
520-3, 520-11, 520-13, 520-21	Project Analyst	Both	\$80.10
520-3, 520-11, 520-13, 520-21	Program Support Specialist	Both	\$41.42
874-1	Executive Management Consultant	Both	\$183.07
874-1	Principal Management Consultant	Both	\$138.60
874-1	Senior Management Consultant	Both	\$117.13
874-1	Management Consultant	Both	\$100.09
874-1, 874-7	Principal Functional Analyst	Both	\$115.95
874-1, 874-7	Senior Functional Analyst	Both	\$99.44
874-1, 874-7	Functional Analyst	Both	\$93.21
874-1, 874-7	Principal Cost/Budget Analyst	Both	\$113.84
874-1, 874-7	Senior Cost/Budget Analyst	Both	\$95.67
874-7	Senior Project Manager	Both	\$124.19
874-7	Project Manager	Both	\$97.18
874-7	Project Analyst	Both	\$77.00
874-7	Program Support Specialist	Both	\$36.23
871-1, 871-2, 871-3, 871-5, 871-6	Executive Consultant	Both	\$204.02
871-1, 871-2, 871-3, 871-5, 871-6	Subject Matter Expert	Both	\$176.53
871-1, 871-2, 871-3, 871-5, 871-6	Principal Consultant	Both	\$150.45
871-1, 871-2, 871-3, 871-5, 871-6	Program Manager	Both	\$165.83
871-1, 871-2, 871-3, 871-5, 871-6	Senior Specialist	Both	\$139.18
871-1, 871-2, 871-3, 871-5, 871-6	Senior Consultant	Both	\$122.15
871-1, 871-2, 871-3, 871-5, 871-6	Consultant	Both	\$113.07
871-1, 871-2, 871-3, 871-5, 871-6	Senior Analyst	Both	\$107.41
871-1, 871-2, 871-3, 871-5, 871-6	Analyst	Both	\$94.00
871-1, 871-2, 871-3, 871-5, 871-6	Project Analyst	Both	\$74.55
871-1, 871-2, 871-3, 871-5, 871-6	Program Support Specialist	Both	\$33.63

29. Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Program Support Specialist	01020 - Administrative Assistant	05-2419

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

30. Labor Descriptions

Financial and Business Solutions (520-3, 520-11, 520-13, 520-21)

Executive Financial Management Consultant (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Has a minimum of 20 years experience in financial management and information technology related fields and recognized as an industry expert. Reflects unique talents, knowledge and experience concerning overall financial and financial systems business environments. Possesses ability to provide clients with both strategic and tactical advice relating to: performing management and technical reviews; providing expert opinion; performing scoping analysis; or recommending new initiatives for organizational action.

Functional Responsibility: Plans, directs, and coordinates all phases of multiple government programs and leads complex government projects. Often directs or provides expertise in government client presentations. Develops and maintains and extends relationships with government clients at top executive levels. Proficiently applies consulting approaches and remains current on emerging consulting theories and technology trends. Provides guidance to government engagements leaders.

Minimum Education: Bachelor's Degree.

Executive Management Consultant (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Possesses either a minimum of 20 years experience in financial management or is recognized as an industry expert in a related field. Has unique talents, knowledge and experience concerning enterprise business environments. Possesses ability to provide clients with both strategic and tactical advice relating to: performing management and technical reviews; identifying and obtaining consensus on organizational vision and objectives; performing scoping analyses; and recommending new initiatives for organizational action.

Functional Responsibility: Plans, directs, and coordinates all phases of multiple programs, and leads projects. Often directs or provides expertise in senior client presentations. Develops and maintains and extends relationships with clients at top executive levels. Proficiently applies consulting approaches and remains current on emerging financial theories and technology trends.

Minimum Education: Master's Degree.

Principal Management Specialist ((520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Has a minimum of 10 years of experience related to financial management and possess the ability to perform work across a broad spectrum of management activities. These include, but are not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, distribution, maintenance, transportation, and utilization of material; 3) thorough understanding of common and distinct business elements and how they can be enhanced by integrated information engineering techniques; and 4) application of specialized knowledge and understanding of support requirements and mission or program goals. Must also have the ability to: conduct economic and business case analysis; risk studies; and feasibility and cost trade-off studies.

Functional Responsibility: Demonstrates financial expertise in functional, technical and/or industry specific areas. Demonstrates thought leadership and issue analysis in the consulting field and the business application of technology. Assesses scope of Government issues and leads development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, activity based costing, benchmarking, or organizational and operational issues.

Minimum Education: Master's Degree.

Principal Analyst (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Possess at least 10 years of experience in defining accounting system requirements and priorities with customer while ensuring daily project requirements are met. Develops system and program specifications. Designs solutions based on business need and technical considerations. Researches and resolves application production problems. Conducts complex documentation and user needs analysis. Studies customer environments by analyzing job tasks, organizational structure and user requirements to propose system-wide solutions. Interviews functional and technical personnel, interprets reports, specifications and drawings to increase understanding of processes and requirements.

Functional Responsibility: Under minimal direction, provides research and analysis support. Researches and analyzes data related to a project topic. Applies industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Leads in developing programs and implementing industry best practice solutions to meet the client's business needs. Utilizes knowledge of financial management, information technology and the client's industry to support members of the team. Develops programs and implements solutions to meet the client's business needs. May lead low-risk government engagements. Plans, schedules, and controls phases of projects using established processes.

Minimum Education: Master's Degree.

Senior Analyst (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Possesses at least 7 years of experience in defining financial system requirements and priorities with a client. Assists with development of system and program specifications. Designs solutions based on business need and technical considerations. Researches and assists with resolution of problems. Assists with complex documentation and user needs analysis. Studies customer environment by analyzing job tasks, organizational structure and user requirements to propose system-wide solutions. Interviews functional and technical personnel, interprets reports, specifications and drawings to increase understanding of processes and requirements.

Functional Responsibility: Under general direction, provides research and analysis support. Researches and analyzes data related to a project topic. Applies industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing programs and implementing solutions to meet the client's business needs. Utilizes knowledge of financial management and the client's industry to support members of the team.

Minimum Education: Bachelor's Degree.

Analyst I (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: None required.

Functional Responsibility: Under close supervision, provides research and analysis support. Researches and analyzes data related to a project topic. Applies industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing programs and implementing solutions to meet the client's business needs. Utilizes knowledge of information technology industry best practices and the client's industry to support members of the team. Assists with defining financial system requirements and priorities with a client. Supports the development of system and programming specifications. Aids with data processing solutions based on business need and technical considerations. Researches and assists with resolution of problems. Assists with complex documentation and user needs analysis. Studies customer environment by analyzing job tasks, organizational structure and user requirements to propose system-wide solutions. Interviews functional and technical personnel, interprets reports, specifications and drawings to increase understanding of processes and requirements.

Minimum Education: Bachelor's Degree.

Analyst II (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: None required.

Functional Responsibility: Under close supervision, provides research and analysis support. Researches and analyzes data related to a project topic. Documents and summarizes the results to be used in developing client recommendations. Assists in developing programs and implementing solutions to meet the client's business needs. Assists with defining financial system requirements and priorities with a client. Supports the development of system

and programming specifications. Aids with data processing solutions based on business need and technical considerations. Researches and assists with resolution of problems. Assists with complex documentation and user needs analysis.

Minimum Education: Associate's Degree.

Principal Management Consultant (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Has a minimum of 15 years of experience related to financial management and possesses the ability to work across a broad spectrum of management activities. These include, but are not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, distribution, maintenance, transportation, and utilization of material; 3) thorough understanding of common and distinct business elements and how they can be enabled by integrated business-support techniques; and 4) application of specialized knowledge and understanding of support requirements, mission or program goals. Must also have the ability to conduct economic and business case analysis, risk studies, and feasibility and trade-off studies.

Functional Responsibility: Demonstrates financial expertise in a functional, technical and/or industry-specific areas. Demonstrates thought leadership and fluent issue analyses in the consulting field. Assesses scope of government issues and leads development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, benchmarking, and organizational and operational issues.

Minimum Education: Master's Degree.

Senior Management Consultant (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Has a minimum of 10 years of financial experience related to management and possesses ability to perform work across a broad spectrum of management activities, including financial management. These include, but are not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, distribution, maintenance, transportation, and utilization of material; 3) thorough understanding of common and distinct business elements and how they can be enabled by integrated business-support techniques; and 4) application of specialized knowledge, and understanding of support requirements and mission or program goals. The position must also include the ability to conduct economic and business case analysis, risk studies, and feasibility and trade-off studies.

Functional Responsibility: Demonstrates expertise in a functional, technical, and/or industry specific areas. Demonstrates thought leadership and issue analysis in the consulting field. Assesses scope of government issues and lead development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, activity based costing, benchmarking, and organizational and operational issues.

Minimum Education: Bachelor's Degree.

Management Consultant (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Possess at least 7 years of financial experience in defining business process and decision support requirements and priorities with customer while ensuring daily project requirements are met. Designs solutions based on business need, workflow, and technical considerations. Researches and resolves application production problems. Conducts complex documentation and user needs analyses. Studies customer environment by analyzing job tasks, organizational structure and user requirements to propose enterprise-wide solutions. Interviews client personnel, interprets reports, specifications and drawings to increase understanding of processes and requirements.

Functional Responsibility: Under minimal direction, provides research and analysis support. Researches and analyzes data related to a project topic. Applies industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Leads in developing programs and implementing solutions to meet the client's business needs. Utilizes knowledge of business-support technology and the client's industry to support members of the team. Develops programs and implements solutions to meet the client's business needs. May lead low-risk government engagements. Plans, schedules, and controls phases of projects using established processes.

Minimum Education: Bachelor's Degree.

Principal Economist (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Has at least 10 years experience within one of the following two areas. 1) Person possesses a comprehensive knowledge of cost estimating, program office functions, risk management techniques, and parametric cost estimating tools. Has an understanding of the intricacies of cost analysis methods used in complex estimating assignments and a knowledge of industry and government information technology cost estimating environments. 2) Possesses experience in the procurement and/or business disciplines, specifically in the areas of information system budgeting, finance, statistical, and programming concepts.

Functional Responsibility: Provides leadership within the following areas: (1) the activities which occur during the total life cycle of a program; (2) statistical techniques, applies mathematics and economics to conduct analytical studies involving complex technical parameters, logistics requirements, schedules constraints and similar cost-influencing factors; (3) accounting, procurement, and business disciplines to enable evaluating or using contractor or Government budget and financial systems, procurement specifications and contractual obligations to the extent they affect cost; (4) engineering discipline in sufficient detail to allow effective interchange of information; (5) systems development and acquisition processes; (6) Government and industry cost data sources and cost data utilization; and (7) automated cost estimating tools.

Minimum Education: Master's Degree.

Principal Cost/Budget Analyst (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Has at least 15 years experience within one of the following two areas. 1) Possesses a comprehensive knowledge of cost estimating, program office functions, risk management techniques, and parametric cost estimating tools. Has an understanding of the intricacies of cost analysis methods used in complex estimating assignments and a knowledge of industry and government cost estimating environments. 2) Possesses experience in the procurement and/or business disciplines, specifically in the areas of budgeting, finance, statistical, and programming concepts; and a comprehensive knowledge of the OFPP acquisition process, and related programming functions (e.g., DOD's Planning, Programming, and Budgeting System), and other applicable regulations and guidelines; the functions of a Government program office as they relate to acquisition planning and budgeting; and finance, budgeting, statistical and programming concepts, principles, policies, methodologies, and processes.

Functional Responsibility: Provides leadership within the following areas: (1) the activities which occur during the total life cycle of a program; (2) statistical techniques, e.g. applies mathematics and economics to conduct analytical studies involving complex technical parameters, logistics requirements, schedules constraints and similar cost-influencing factors; (3) accounting, procurement, and business disciplines to enable evaluating or using contractor or Government budget and financial systems, procurement specifications and contractual obligations to the extent they affect cost; (4) engineering disciplines in sufficient detail to allow effective interchange of information; (5) systems development and acquisition processes, including the role of industry and Government organizations; (6) Government and industry cost data sources and cost data utilization; and (7) use of automated cost estimating tools.

Minimum Education: Master's Degree.

Senior Cost/Budget Analyst (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Has at least 10 years experience within one of the following two areas. 1) Possesses a comprehensive knowledge of cost estimating, program office functions, risk management techniques, and parametric cost estimating tools. Has an understanding of the intricacies of cost analysis methods used in complex estimating assignments and a knowledge of industry and government cost estimating environments. 2) Possesses experience in the procurement and/or business disciplines, specifically in the areas of budgeting, finance, statistical, and programming concepts; and a comprehensive knowledge of the OFPP acquisition process, and related programming functions (e.g., DOD's Planning, Programming, and Budgeting System), and other applicable regulations and guidelines; the functions of a Government program office as they relate to acquisition planning and budgeting; and finance, budgeting, statistical and programming concepts, principles, policies, methodologies, and processes.

Functional Responsibility: Provides leadership within the following areas: (1) the activities which occur during the total life cycle of a program; (2) statistical techniques, e.g. applies mathematics and economics to conduct analytical studies involving complex technical parameters, logistics requirements, schedules constraints and similar cost-influencing factors; (3) accounting, procurement, and business disciplines to enable evaluating or using contractor or Government budget and financial systems, procurement specifications and contractual obligations to the extent they affect cost; (4) engineering disciplines in sufficient detail to allow effective interchange of information; (5) systems

development and acquisition processes, including the role of industry and Government organizations; (6) Government and industry cost data sources and cost data utilization; and (7) use of automated cost estimating tools.
Minimum Education: Bachelor's Degree.

Consultant (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Possesses at least 4 years of experience in defining business process and decision support requirements and priorities with customer while ensuring daily project requirements are met. Designs solutions based on business need, workflow, and technical considerations. Researches and resolves application production problems. Conducts complex documentation and user needs analyses. Studies customer environment by analyzing job tasks, organizational structure and user requirements to propose enterprise-wide solutions. Interviews client personnel, interprets reports, specifications and drawings to increase understanding of processes and requirements.

Functional Responsibility: Under minimal direction, provides research and analysis support. Researches and analyzes data related to a project topic. Applies industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Leads in developing programs and implementing solutions to meet the client's business needs. Utilizes knowledge of business-support technology and the client's industry to support members of the team. Develops programs and implements solutions to meet the client's business needs. May lead low-risk government engagements. Plans, schedules, and controls phases of projects using established processes.

Minimum Education: Bachelor's Degree.

Senior Accountant (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Possesses at least 7 years of experience in accounting. Person is responsible for major segments of audit or accounting related work. Provides a relatively high level of analytical skills and experience in accounting, budgeting, planning, scheduling, business information systems, and cost estimating. Has skills to support the formulation of budgets, strategic and operating plans, system reviews, and corrective actions. Assists in the preparation of financial management and related plans, recommendations, analyses, and reports to satisfy customer needs.

Functional Responsibility: Supervises, directs, and participates in the efforts of staff accounts in the performance of audit and accounting procedures related to the client program activities. Exercises supervisory control over personnel and reviews/approves engagement deliverables for proper documentation.

Minimum Education: Bachelor's Degree.

Journeyman Accountant (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Has over four years of experience in accounting or closely related field. Possesses general analytical skills and experience in accounting, budgeting, planning, scheduling and business information systems, in addition to some knowledge of basic cost estimating supporting the formulation and implementation of budgets, operating plans, system reviews, and corrective action plans.

Functional Responsibility: Performs individual audit steps under the direct supervision of a Senior Accountant. Prepares work papers and support documentation for exceptions and/or findings. Assists the clients during the development of financial management related documentation.

Minimum Education: Bachelor's Degree.

Program Manager (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Requires 10 years of experience in program management. Person is charged with responsibility for development, management, operation, cost, scheduling, and technical performance of the client program activities. Has had experience as a senior engineer or other senior level manager and shall have strong skills relating to large information engineering programs. Possesses an understanding of, and experience in, total quality management principles and practices.

Functional Responsibility: Under broad direction leads client programs and plays a major role in developing recommendations. Proficiently applies consulting methodologies to collect and analyze data. Leads the development of programs and the implementation of solutions to meet the client's business needs. Applies extensive knowledge of client's industry and information technology to meet the objectives of the engagement. Coordinates planning the engagement, establishing the engagement requirements, managing the profitability of the engagement, and delivering the results to the client. Develops and assists in making client presentations.

Minimum Education: Master's Degree.

Project Manager (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Requires 10 years of experience in project management. Has responsibility for development, management, operation, cost, scheduling, and technical performance of the client program activities. Has had experience as a senior engineer or other senior level manager and shall have strong skills relating to enterprise-wide business process reengineering and similar large programs. Possesses an understanding of, and experience in, total quality management principles and practices.

Functional Responsibility: Under broad direction, leads client programs/projects and plays a major role in developing recommendations. Proficiently applies consulting methodologies to collect and analyze data. Leads the development of programs and the implementation of solutions to meet client's business needs. Applies extensive knowledge of client's industry to meet the objectives of the engagement. Coordinates planning the engagement, establishing the engagement requirements, managing the costs of the engagement, and delivering the results to the client. Develops and assists in making client presentations.

Minimum Education: Bachelor's Degree.

Project Analyst (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: Requires 5 years experience with using automated tools within projects to manage cost, schedule, and performance progress. Requires comprehensive knowledge of automated program management techniques and commercial off-the-shelf tools, such as Microsoft Project.

Functional Responsibility: Assists Program Managers and Project Managers and other project personnel in planning, tracking, analyzing, and reporting program progress on large efforts. Directly communicates in a team environment with all personnel involved to monitor and update program schedules.

Minimum Education: Bachelor's Degree.

Program Support Specialist (520-3, 520-11, 520-13, 520-21)

Minimum/General Experience: None required.

Functional Responsibility: Provides administrative support for project personnel. Under general direction, responsible for providing analytical and specialized administrative support functions. Coordinates special administrative projects by analyzing project, determining approach, compiling/analyzing data and preparing report/recommendation using PC skills, knowledge of administrative systems, and understanding of policies and procedures. Determines administrative procedures and methods and work priorities. Plans and coordinates meetings, conferences, and employee functions.

Minimum Education: High School Diploma.

**Mission Oriented Business Integrated Services
(874-1, 874-7)**

Executive Management Consultant (874-1)

Minimum/General Experience: Possesses either a minimum of 20 years experience in management or is recognized as an industry expert in a related field. Has unique talents, knowledge and experience concerning enterprise business environments. Possesses ability to provide clients with both strategic and tactical advice relating to: performing management and technical reviews; identifying and obtaining consensus on organizational vision and objectives; performing scoping analyses; and recommending new initiatives for organizational action.

Functional Responsibility: Plans, directs, and coordinates all phases of multiple programs, and leads projects. Often directs or provides expertise in senior client presentations. Develops and maintains and extends relationships with clients at top executive levels. Proficiently applies consulting approaches and remains current on emerging consulting theories and technology trends.

Minimum Education: Master's Degree.

Principal Management Consultant (874-1)

Minimum/General Experience: Has a minimum of 15 years of experience related to management and possesses ability to work across a broad spectrum of management activities. These include, but are not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, distribution, maintenance, transportation, and utilization of material; 3) thorough understanding of common and distinct business elements and how they can be

enabled by integrated business-support techniques; and 4) application of specialized knowledge and understanding of support requirements and mission or program goals. Must also have the ability to conduct economic and business case analysis, risk studies, and feasibility and technical trade-off studies.

Functional Responsibility: Demonstrates expertise in a functional, technical and/or industry- specific areas. Demonstrates thought leadership and fluent issue analyses in the consulting field. Assesses scope of government issues and leads development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, benchmarking, and organizational and operational issues.

Minimum Education: Master's Degree.

Senior Management Consultant (874-1)

Minimum/General Experience: Has a minimum of 10 years of experience related to management and possesses ability to perform work across a broad spectrum of management activities. These include, but are not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, distribution, maintenance, transportation, and utilization of material; 3) thorough understanding of common and distinct business elements and how they can be enabled by integrated business-support techniques; and 4) application of specialized knowledge, and understanding of support requirements and mission or program goals. The position must also include the ability to conduct economic and business case analysis, risk studies, and feasibility and technical trade-off studies.

Functional Responsibility: Demonstrates expertise in a functional, technical, and/or industry specific areas. Demonstrates thought leadership and issue analysis in the consulting field. Assesses scope of government issues and lead development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, activity based costing, benchmarking, and organizational and operational issues.

Minimum Education: Bachelor's Degree.

Management Consultant (874-1)

Minimum/General Experience: Possess at least 7 years of experience in defining business process and decision support requirements and priorities with customer while ensuring daily project requirements are met. Designs solutions based on business need, workflow, and technical considerations. Researches and resolves application production problems. Conducts complex documentation and user needs analyses. Studies customer environment by analyzing job tasks, organizational structure and user requirements to propose enterprise-wide solutions. Interviews client personnel, interprets reports, specifications and drawings to increase understanding of processes and requirements.

Functional Responsibility: Under minimal direction, provides research and analysis support. Researches and analyzes data related to a project topic. Applies industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Leads in developing programs and implementing solutions to meet the client's business needs. Utilizes knowledge of business-support technology and the client's industry to support members of the team. Develops programs and implements solutions to meet the client's business needs. May lead low-risk government engagements. Plans, schedules, and controls phases of projects using established processes.

Minimum Education: Bachelor's Degree.

Principal Functional Analyst (874-1, 874-7)

Minimum/General Experience: At least 15 years experience in multiple Government functional areas. Government experience is related, but not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, storage, distribution, maintenance, transportation, utilization and disposal of material; 3) thorough understanding of the integrated logistics support elements and how they work together in the acquisition and support of major and minor systems; 4) financial/accounting and contracting activities and 5) application of a specialized knowledge and understanding of logistics support requirements and mission or program goals.

Functional Responsibility: Researches and analyzes data related to a project topic. Applies Government and industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Utilizes knowledge of the client's business processes and the client's industry to inform and support members of the team.

Minimum Education: Master's Degree.

Senior Functional Analyst (874-1, 874-7)

Minimum/General Experience: At least 10 years experience in various Government functional areas. Government experience is related, but not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, storage, distribution, maintenance, transportation, utilization and disposal of material; 3) thorough understanding of the integrated logistics support elements and how they work together in the acquisition and support of major and minor systems; 4) financial/accounting and contracting activities and 5) application of a specialized knowledge and understanding of logistics support requirements and mission or program goals.

Functional Responsibility: Researches and analyzes data related to a project topic. Applies Government and industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Utilizes knowledge of the client's business processes and the client's industry to inform and support members of the team.

Minimum Education: Bachelor's Degree.

Functional Analyst (874-1, 874-7)

Minimum/General Experience: At least 5 years experience in various Government functional areas. Government experience is related, but not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, storage, distribution, maintenance, transportation, utilization and disposal of material; 3) thorough understanding of the integrated logistics support elements and how they work together in the acquisition and support of major and minor systems; 4) financial/accounting and contracting activities; and 5) application of a specialized knowledge and understanding of logistics support requirements and mission or program goals.

Functional Responsibility: Provides research and analysis support. Researches and analyzes data related to a project topic. Applies Government and industry knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Translates Principal and Senior analysts' knowledge of client's business processes and industry to inform and support members of the project team.

Minimum Education: Bachelor's Degree.

Principal Cost/Budget Analyst (874-1, 874-7)

Minimum/General Experience: Has at least 15 years experience within one of the two areas. 1) Possesses a comprehensive knowledge of cost estimating, program office functions, risk management techniques, and parametric cost estimating tools. Has an understanding of the intricacies of cost analysis methods used in complex estimating assignments and a knowledge of industry and government cost estimating environments. 2) Possesses experience in the procurement and/or business disciplines, specifically in the areas of budgeting, finance, statistical, and programming concepts; and a comprehensive knowledge of the OFPP acquisition process, and related programming functions (e.g., DOD's Planning, Programming, and Budgeting System), and other applicable regulations and guidelines; the functions of a Government program office as they relate to acquisition planning and budgeting; and finance, budgeting, statistical and programming concepts, principles, policies, methodologies, and processes.

Functional Responsibility: Provides leadership within the following areas: (1) the activities which occur during the total life cycle of a program; (2) statistical techniques, e.g. applies mathematics and economics to conduct analytical studies involving complex technical parameters, logistics requirements, schedules constraints and similar cost-influencing factors; (3) accounting, procurement, and business disciplines to enable evaluating or using contractor or Government budget and financial systems, procurement specifications and contractual obligations to the extent they affect cost; (4) engineering disciplines in sufficient detail to allow effective interchange of information; (5) systems development and acquisition processes, including the role of industry and Government organizations; (6) Government and industry cost data sources and cost data utilization; and (7) use of automated cost estimating tools.

Minimum Education: Master's Degree.

Senior Cost/Budget Analyst (874-1, 874-7)

Minimum/General Experience: Must have at least 10 years experience within one of the two areas. 1) Possesses a comprehensive knowledge of cost estimating, program office functions, risk management techniques, and

parametric cost estimating tools. Has an understanding of the intricacies of cost analysis methods used in complex estimating assignments and a knowledge of industry and government cost estimating environments. 2) Person possesses experience in the procurement and/or business disciplines, specifically in the areas of budgeting, finance, statistical, and programming concepts; and a comprehensive knowledge of the OFPP acquisition process, and related programming functions (e.g., DOD's Planning, Programming, and Budgeting System), and other applicable regulations and guidelines; the functions of a Government program office as they relate to acquisition planning and budgeting; and finance, budgeting, statistical and programming concepts, principles, policies, methodologies, and processes.

Functional Responsibility: Provides leadership within the following areas: (1) the activities which occur during the total life cycle of a program; (2) statistical techniques, e.g., applies mathematics and economics to conduct analytical studies involving complex technical parameters, logistics requirements, schedules constraints and similar cost-influencing factors; (3) accounting, procurement, and business disciplines to enable evaluating or using contractor or Government budget and financial systems, procurement specifications and contractual obligations to the extent they affect cost; (4) engineering discipline in sufficient detail to allow effective interchange of information; (5) systems development and acquisition processes, including the role of industry and Government organizations; (6) Government and industry cost data sources and cost data utilization; and (7) use of automated cost estimating tools.

Minimum Education: Bachelor's Degree.

Senior Project Manager, (874-7)

Minimum/General Experience: Requires 15 years of experience in project management. Has responsibility for development, management, operation, cost, scheduling, and technical performance of the client program activities. Has had experience as a senior engineer or other senior level manager and shall have strong skills relating to enterprise-wide business process reengineering and similar large programs. Possesses an understanding of, and experience in, total quality management principles and practices.

Functional Responsibility: Under broad direction, leads client programs/projects and plays a major role in developing recommendations. Proficiently applies consulting methodologies to collect and analyze data. Leads the development of programs and the implementation of solutions to meet client's business needs. Applies extensive knowledge of client's industry to meet the objectives of the engagement. Coordinates planning the engagement, establishing the engagement requirements, managing the costs of the engagement, and delivering the results to the client. Develops and assists in making client presentations.

Minimum Education: Master's Degree.

Project Manager (874-7)

Minimum/General Experience: Requires 10 years of experience in project management. Has responsibility for development, management, operation, cost, scheduling, and technical performance of the client's program activities. Has had experience as an engineer or project leader and shall have strong skills relating to large programs. Possesses an understanding of, and experience in, total quality management principles and practices.

Functional Responsibility: Under broad direction, leads client programs/projects and plays a major role in developing recommendations. Proficiently applies consulting methodologies to collect and analyze data. Leads the development of programs and the implementation of solutions to meet the client's business needs. Applies extensive knowledge of client's industry to meet the objectives of the engagement. Coordinates planning the engagement, establishing the engagement requirements, managing the costs of the engagement, and delivering the results to the client. Develops and assists in making client presentations.

Minimum Education: Bachelor's Degree.

Project Analyst (874-7)

Minimum/General Experience: Requires comprehensive knowledge of automated program management techniques and commercial off-the-shelf tools, such as Microsoft Project. Requires 5 years experience with using automated tools within projects to manage progress and overall efforts.

Functional Responsibility: Assists project managers and other project personnel in planning, tracking, analyzing, and reporting program progress on large efforts. Directly communicates in a team environment with all personnel involved to monitor and update program schedules.

Minimum Education: Bachelor's Degree

Program Support Specialist (874-7)

Minimum/General Experience: Under general direction, responsible for providing analytical and specialized support functions. Prepares reports, spreadsheets and presentation materials using PC skills, knowledge of systems, and understanding of policies and procedures. Determines administrative procedures and methods and work priorities. Coordinates meetings, conferences, and employee functions.

Functional Responsibility: Provides a variety of program support for project personnel.

Minimum Education: High School Diploma.

**Professional Engineering Services
(871-1, 871-2, 871-3, 871-5, 871-6)**

Executive Consultant (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: Twenty (20) years of experience in an engineering field or is recognized as an industry expert in an engineering-related field.

Functional Responsibility: Plans, directs, and coordinates all phases of multiple programs or activities, and leads engineering projects. Often directs or provides expertise in senior client presentations. Develops, maintains and extends relationships with clients at top executive levels. Expertly applies engineering consulting approaches and remains current on engineering principles, methods, processes and emerging technology trends.

Minimum Education: Master's Degree.

Subject Matter Expert (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: Twelve (12) years of engineering related experience.

Functional Responsibility: Demonstrates expertise in engineering, functional, technical and/or industry specific areas. Demonstrates thought leadership and strong ability to analyze issues and recommend solutions. Assesses scope of engineering-based issues and leads development and execution of strategic solutions. Has a thorough understanding of common and distinct engineering principles and how they can be applied to program requirements.

Minimum Education: Master's Degree.

Principal Consultant (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: Ten (10) years of experience related to engineering. Possesses the ability to perform work across a broad spectrum of engineering-based activities.

Functional Responsibility: Demonstrates expertise in engineering, functional, technical, and/or industry specific areas. Demonstrates thought leadership, ability to analyze issues, and recommend effective program enhancements. Assesses scope of Government issues and recommends effective solutions; leads in the development and execution of the client's programs' goals.

Minimum Education: Bachelor's Degree.

Program Manager (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: Ten (10) years experience in program management. Has had experience as a senior engineer or another senior level technical position on large complex programs and has strong skills relating to engineering disciplines.

Functional Responsibility: Manages assigned engineering programs and performs tasks in area of technical expertise; supervises assigned technical and administrative staff; manages task performance; ensures that tasks under assigned projects are completed to the satisfaction of the client; ensures quality assurance of project deliverables; schedules, coordinates, directs, monitors, and reviews activities of staff, performs contract administration duties such as preparation of monthly status report, budget development, task projections, and financial reviews and analysis; and interacts with clients, client staffs, vendors, subcontractors, and other agencies on a regular basis in support of the program.

Minimum Education: Master's Degree.

Senior Specialist (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: Five (5) years of engineering-related experience.

Functional Responsibility: Demonstrates expertise in engineering, functional, technical, and/or industry specific areas. Demonstrates thought leadership and ability to analyze issues and recommend solutions. Assesses scope of engineering-based issues and leads development and execution of effective solutions.

Minimum Education: Bachelor's Degree.

Senior Consultant (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: Seven (7) years of experience related to engineering and possesses the ability to perform work across a broad spectrum of engineering-based activities.

Functional Responsibility: Demonstrates engineering expertise in functional, technical and/or industry specific areas. Demonstrates thought leadership and ability to apply engineering principles to the program. Assesses the scope of program issues and leads the development and execution of effective solutions.

Minimum Education: Bachelor's Degree.

Consultant (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: Four (4) years of directly related experience in engineering disciplines.

Functional Responsibility: Under minimal direction, provides engineering-related support. Researches and analyzes engineering-related information or data of the assigned project. Applies Government and industry knowledge to determine the accuracy and reasonableness of the information or data. Documents and summarizes the results to be used in developing recommendations to the client. Leads in identifying issues and/or problems related to the program and supports the implementation of solutions to meet the client's requirements and program's goals. Uses knowledge of current and emerging engineering concepts to support members of the team. May lead low-risk engineering engagements. Plans, schedules, and controls phases of projects using established processes.

Minimum Education: Bachelor's Degree.

Senior Analyst (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: Seven (7) years experience in engineering related disciplines.

Functional Responsibility: Researches and analyzes engineering-related information and data of the assigned project. Applies Government and industry knowledge to determine the accuracy and reasonableness of the information and data. Documents and summarizes the results used in developing recommendations to the client. Assists in identifying issues and/or problems related to the program and in the implementation of solutions to meet the client's requirements and program's goals. Uses knowledge of the client's engineering processes and industry's best practices to inform and support members of the team.

Minimum Education: Bachelor's Degree.

Analyst (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: None required.

Functional Responsibility: Assists program managers, project managers, engineers, and other project personnel in planning, tracking, analyzing, and reporting program progress. Directly communicates in a team environment with all personnel involved to monitor and update program progress. Uses automated tools within projects to manage and determine cost, schedule, and performance data. Requires working knowledge of automated program management techniques and commercial off-the-shelf tools, such as Microsoft products.

Minimum Education: Bachelor's Degree.

Project Analyst (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: Five (5) years experience utilizing automated tools within projects to manage cost, schedule, and performance progress. Requires knowledge of automated program management techniques and commercial off-the-shelf tools, such as Microsoft products.

Functional Responsibility: Assists program managers, project managers and other project personnel in planning, tracking, analyzing, and reporting program progress.

Minimum Education: Bachelor's Degree.

Program Support Specialist (871-1, 871-2, 871-3, 871-5, 871-6)

Minimum/General Experience: None required.

Functional Responsibility: Under general direction, responsible for providing analytical and specialized administrative support functions. Provides administrative support for project personnel. Coordinates special

administrative projects by analyzing project, determining approach, compiling/analyzing data and preparing report/recommendation using PC skills, knowledge of administrative systems, and understanding of organizational policies and procedures. Determines administrative procedures and methods and work priorities. Plans, coordinates, and provides logistics support for meetings, reviews, and conferences.

Minimum Education: High School Diploma.

Education/Experience Substitution Policy Outlined Below:

<u>Degree</u>		<u>Degree & Experience Substitution</u>		<u>Related Experience</u>
Associate's	=	2 Years	Or	2 years
Bachelor's	=	Associate's + 2 years	Or	4 years
Master's	=	Bachelor's + 2 years	Or	6 years